



STATE OF NEW JERSEY

Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Allison Blake, PH.D., L.S.W  
Commissioner

JOB VACANCY POSTING

POSTING #:	128-13	ISSUE DATE:	September 9, 2013
TITLE:	COUNTY SERVICES SPECIALIST	CLOSING DATE:	September 23, 2013
LOCATION:	Department of Children and Families (DCF) Division of Family and Community Partnerships Office of Family Support Services 50 East State Street Trenton, NJ 08625		
POSITIONS:	2	RANGE:	S27
DISTRIBUTION:	DEPARTMENT WIDE	SALARY:	\$ 66,549.67 - \$ 94,757.29

**SCOPE OF ELIGIBILITY:** Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under the direction of the Regional Administrator or other administrative official in the Department of Children and Families, implements and integrates the services of the division within the designated county (or counties) human services system, consisting of multiple public and private social service agencies and programs; attempts to maximize resources by networking and interacting with all social services in the county/community; does related work as required.

RESPONSIBILITIES

- Assists in the development of Requests for Proposal (RFP) for Family Success Centers.
- Assists in review of grant proposals for Family Success Centers.
- Provides training and technical assistance to Family Success Centers to assure integration of formal and informal resources, services and supports.
- Each quarter, meets face-to-face with 10-12 contracted Family Success Centers to evaluate outcomes specified in the Annex A and Contract Modifications. Reviews findings with the Regional Administrator and identifies priority areas for performance improvement.
- Assists Family Success Centers in developing and implementing performance improvement plans to assure that families have the resources, services and support they need to be successful.
- Assists Family Success Centers in collaborating with families and key stakeholders in identifying existing resources/services/support, assessing their adequacy and effectiveness, identifying duplicate services and service gaps.
- Assists Family Success Centers in collaborating with families and key stakeholders in developing and implementing recommended changes in social service delivery in order to strengthen families.
- Provides training and technical assistance to Family Success Centers to enable them to establish collaborative relationships with families and formal and informal stakeholders and plan for their county.
- Assists in preparing RFP's, training materials, and correspondence related to assessments and performance improvement objectives using electronic and manual systems.

REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of experience in the development, analysis, or review of social service programs and/or the delivery structure of such programs, two (2) years of which shall have been in program administration.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

**NOTE:** A Master's degree in Social Work, Guidance and Counseling, Business Administration, or Psychology may be substituted for one (1) year of general experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

Electronic Filing:

Forward a cover letter and resume electronically to:

Katrina.Bethke@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Zina McCleese, Personnel Coordinator  
Department of Children and Families  
Office of Human Resources  
P.O. Box 717  
Trenton, NJ 08625